



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT  
VACANCY ANNOUNCEMENT**

**Announcement Number:** ASF-00-109

**Opening Date:** August 7, 2000

**Closing Date:** August 18, 2000

**Position:** Social Science Analyst  
GS-0101-12 (\$51,204 - \$66,564 per year)

**Promotion Potential:** GS-12

**Organization:** Statistical Research Division  
Assistant Division Chief for Survey Methodology

**Duty Location:** Suitland, MD

**Type of Appointment:** Competitive Service - Career or Career  
Conditional Appointment

**Work schedule:** Full-Time

**Relocation Expenses Will Not Be Paid.**

**Applications will be accepted from:** All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

**DUTIES:** The incumbent develops, implements, and reports a program of research to identify and correct causes of nonsampling error in Census Bureau surveys of establishments and households. Reviews, interprets, and summarizes relevant survey methods literature in order to identify existing knowledge for application to the design of surveys. Serves on interdivisional committees and work groups to coordinate research activities with activities of other divisions and agencies. Develops and implements strategies for research

programs, including assisting in the design and implementation of questionnaire development and pretesting methods. Participates in other methodological research conducted by the Center for which his/her skills are relevant.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Basic Entry Requirements For All Grade Levels:**

- A. Degree: Behavioral or social science; or related disciplines appropriate to the position. OR
- B. Combination of education and experience - that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. OR
- C. Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

**Note:** To show proof of meeting A or B of the Basic Entry Requirements applicants MUST submit a copy of their transcripts. See the How to Apply Section for more information.

**Grade level Requirements - Grade 12**

To be minimally qualified for this position, applicants must have the experience or education below or a combination of both.

**Experience:** You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience in which you perform independent research or served on a research team. Specialized experience is work experience executing a research plan and organizing and evaluating results in the area of survey methods research or a related area. You were expected to exercise initiative in developing research assignments and you applied sound professional judgement to determine techniques best suited to specific problems. Your supervisor reviewed your work for technical accuracy, conformity to policy, and suitability for dissemination.

**Education:** Education cannot be substituted for experience at this grade level.

**EVALUATION CRITERIA - QUALITY RANKING FACTORS:** Applicants meeting the minimum qualifications will be further evaluated

based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRF's). This evaluation determines the list of eligible candidates who will be referred to the selecting official for final consideration. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

**NOTE:** Applicants MUST submit a supplemental narrative statement to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative statement for each QRF will eliminate applicants from further consideration.

1. Demonstrated experience in survey methodology.
2. Demonstrated experience in cognitive research methods, questionnaire design, and quantitative data analysis using SAS.
3. Demonstrated ability to communicate effectively in person and in writing.

#### HOW TO APPLY

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying**. A complete application package for each grade level of interest must be received by the close of business (5:00 PM EST) on the closing date of the announcement. **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Suitland, MD 20746. Applications may be faxed to 301-457-6824.

IT REMAINS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE TIMELY RECEIPT OF THE APPLICATION PACKAGE REGARDLESS OF SUBMISSION METHOD USED.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements

for Federal employment. Failure to provide this information may result in loss of consideration.

**JOB INFORMATION:**

- \* Vacancy announcement number and title of position stated on each application.
- \* Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

**PERSONAL INFORMATION:**

- \* Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- \* Social Security number. (**NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.**)
- \* Country of citizenship (**THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP**)
- \* Highest Federal civilian grade held (if applicable)

**EDUCATION:**

- \* High School - name, city, state, and date you received diploma or GED.
- \* Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.
- \* To receive credit for education completed in foreign colleges or universities, you must show proof that such

education is equivalent to education received in an accredited educational institution in the United States.

**WORK EXPERIENCE:** Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

**OTHER QUALIFICATIONS:** Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

**10-POINT VETERANS' PREFERENCE:** To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

**5-POINT VETERANS' PREFERENCE:** To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist served the full period for which called to active duty (Reservists must include appropriate documentation).

**APPLICANTS ON ACTIVE DUTY:** Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

**SPECIAL NONCOMPETITIVE HIRING AUTHORITIES:** For all applicants eligible for special noncompetitive authorities, submit proof of eligibility for consideration under one of the following hiring authorities. Also, indicate on the first page of your application(s) which authority you wish consideration under. Eligible applicants will be considered under both competitive examining and the special hiring authority.

**Veterans Readjustment Appointment:** (Can be used for positions up to GS-11.) Provide copy of DD-214.

**30% Disabled Veterans' Appointment:** Provide DD-214 and a certificate from the Veterans Administration dated within one year of the closing date of this announcement.

**Severely Physically Handicapped Schedule A Appointment:** (Applicable to permanent vacancies only): Provide a certification of eligibility from the State Vocational Rehabilitation agency or the Veterans Administration.

**Peace Corps/Vista Appointment:** Show proof of such employment.

**Outstanding Scholar Appointment:** Provide transcript of all undergraduate course work. (This authority can only be used for specific series and job titles at the GS-5 and GS-7.

Visit OPM's website at [www.opm.gov](http://www.opm.gov) for information on acceptable positions under this authority.)

#### **OTHER IMPORTANT INFORMATION**

- \* Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience, selective factors, and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- \* The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- \* All eligibility requirements must be met by the closing date of this announcement.
- \* You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- \* Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- \* If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- \* Applications received in government postage-paid envelopes will not be accepted.
- \* This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-457-3274. The decision on granting reasonable accommodation will be on a case-by-case basis.
- \* For additional information about this vacancy, please contact the Delegated Examining Unit at 301-457-6852.